



RENTAL PROPERTY INSTRUCTIONS & REQUIREMENTS

Welcome to the Wellington business community! We wish you good fortune in your business venture and we are ready to assist you in any way possible. For your convenience, we have provided a registration checklist. This checklist provides a list of the required documentation that must be submitted to obtain the BTR.

Wellington's Code of Ordinances requires property owners who lease or rent residential dwelling units to obtain a valid Business Tax Receipt. In addition, applicants are required to comply with Wellington's Land Development Regulations definition of "Family" when leasing or renting the property.

Family means either a single person occupying a dwelling unit and maintaining a household, including not more than one (1) boarder, roomer, or lodger as herein described; or two (2) or more persons related by blood, marriage, or adoption occupying a dwelling, living together and maintaining a common household, including not more than one (1) such boarder, roomer, or lodger; or not more than four (4) unrelated persons occupying a dwelling, living together and maintaining a non-profit housekeeping unit as distinguished from a group occupying a boarding or lodging house, hotel, club or similar dwelling for group use. A common household shall be deemed to exist if all members thereof have access to all parts of the dwelling.

Applicants shall complete the rental property application and pay the required fees prior to renting or leasing.

All licenses renew prior to October 1st of each year. *Best of luck in your new business venture!*

CHECKLIST

- ☐ Application for **Wellington Rental Business Tax Receipt**;
- ☐ **Fictitious Name Registration** and/or **Articles of Incorporation**, (if applicable);
- ☐ Wellington **non-refundable Admin/Reg. fee, Zoning review fee, tax and unit fees**; and
- ☐ A copy of the Owner's **Driver's License**.

RENTAL BUSINESS TAX RECEIPT FEE SCHEDULE

Classification:

Hotels & Other Lodging Places (Undesignated)
(Includes single family homes, duplexes, townhouses, etc.)

Hotels, Motels, Apartments (DPBR Dept. of Hotels req'd.)
(This category also includes Bed & Breakfasts)

Tax:

\$100.00 + \$5.00 per unit

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***ALL NEW APPLICATIONS ARE SUBJECT TO ONE TIME \$80.00 ADMIN/REG & ZONING REVIEW FEE**



Receipt # _____ Process By: _____ Issued By: _____ Date Issued: _____

Owner's Name _____

Number of Rental Units _____ List each Wellington rental property address below.

Individual Rental Unit Addresses

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Property Owner's Information (If corporation, must include a copy of Articles of Inc. and/or Fictitious Name registered in the state of Florida (if applicable):

Owner's Name: _____

Owner's Mailing Address _____
Street City State Zip

Phone _____ FAX _____ Email Address _____

Date of Birth _____ Driver's License # _____ State _____

FEIN or Social Security Number _____

Pursuant to FS 205.0535(5) No Business Tax shall be issued unless the FEIN number or SSN number is obtained from the person to be taxed. If a FEIN is not available the applicant must complete the attached form with the Social Security number for the person being taxed pursuant to section FS 119.071(5)

ANNUAL BUSINESS TAX: **\$100.00 + \$5/Unit** TOTAL TAX & FEES: \$ _____

ZONING APPROVAL: _____ DATE: _____